

**Archdiocese of Agana
Catholic Schools Reopening Guidelines**

SCHOOL:	<i>Notre Dame High School</i>
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I. General Requirements and Restrictions

1. Maximum Occupancy	<ul style="list-style-type: none"> • <i>List</i> <ol style="list-style-type: none"> 1) <i>Occupancy for each classroom and other gathering spaces on campus:</i> <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #ffff00;"> <th colspan="4"><i>According to 6 ft distancing</i></th> </tr> <tr> <th style="font-size: small;"><i>Room #</i></th> <th style="font-size: small;"><i>TOTAL OCCUPANCY</i></th> <th style="font-size: small;"><i>Room #</i></th> <th style="font-size: small;"><i>TOTAL OCCUPANCY</i></th> </tr> </thead> <tbody> <tr><td>B-103</td><td>10</td><td>G-201</td><td>9</td></tr> <tr><td>B-107</td><td>8</td><td>G-202</td><td>9</td></tr> <tr><td>B-115</td><td>13</td><td>G-203</td><td>9</td></tr> <tr><td>B-116</td><td>6</td><td>G-204</td><td>9</td></tr> <tr><td>B-205</td><td>8</td><td>M-201</td><td>9</td></tr> <tr><td>B-206</td><td>8</td><td>M-202</td><td>9</td></tr> <tr><td>B-208</td><td>8</td><td>M-205</td><td>8</td></tr> <tr><td>B-210</td><td>8</td><td>M-206</td><td>8</td></tr> <tr><td>B-215</td><td>16</td><td>M-209</td><td>12</td></tr> <tr><td>C-109</td><td>6</td><td>M-210</td><td>12</td></tr> <tr><td>C-210</td><td>12</td><td>C-202</td><td>12</td></tr> </tbody> </table> <ol style="list-style-type: none"> 2) <i>Maximum Occupancy for the entire campus: 209</i> 	<i>According to 6 ft distancing</i>				<i>Room #</i>	<i>TOTAL OCCUPANCY</i>	<i>Room #</i>	<i>TOTAL OCCUPANCY</i>	B-103	10	G-201	9	B-107	8	G-202	9	B-115	13	G-203	9	B-116	6	G-204	9	B-205	8	M-201	9	B-206	8	M-202	9	B-208	8	M-205	8	B-210	8	M-206	8	B-215	16	M-209	12	C-109	6	M-210	12	C-210	12	C-202	12
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2. Campus Signs	<ul style="list-style-type: none"> • <i>List signs that will be available on campus</i> <ul style="list-style-type: none"> ○ <i>Signs indicating:</i> <ul style="list-style-type: none"> ▪ Proper washing of hands ▪ Wearing face covering ▪ Maintaining a minimum of 6 feet spacing between others ▪ Staying home if sick • <i>Include directional signs that designate flows of students, faculty, staff: More directional signs will be posted, in addition to the signs that are already on floors in the hallways and main entrance lobby.</i> 																																																				

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II. DPHSS Sanitation Rules and Regulations

<p>1. Outdoor Recreational Areas</p>	<ul style="list-style-type: none"> • <i>Designate locations, times for uses by various groups: Bell schedule indicates when students can be outside on lunch tables / benches, field for class use (when permitted by teacher/administration).</i> • <i>Protocols to support social distancing: All signs support protocols in and out of classroom. The only time an individual on campus may take off mask is when he/she is consuming water or food.</i>
<p>2. Housekeeping Requirements</p>	<ul style="list-style-type: none"> • <i>List procedures for ensuring general cleanliness and regular disinfection of frequently touched surfaces:</i> <ul style="list-style-type: none"> ○ Maintenance Staff will clean high touch areas on campus after every break and use by individuals on campus. ○ Rooms will be cleaned after every usage of the class by students/teachers/staff. Sanitizing stations (sanitizing machine/paper towel station) are set at the entrance of every room. Teacher/Proctor to monitor students sanitizing hands. Designated Entrance/Exit ways will be identified in every classroom. ○ Office personnel are maintaining cleanliness of offices as well. Each office has hand sanitizers, masks, and sanitizing products ready for use.
<p>3. Handwashing Units</p>	<ul style="list-style-type: none"> • <i>List availability of handwashing units and availability of sanitizing solutions</i> <ul style="list-style-type: none"> ○ <i>Handwashing units are available in all bathrooms on campus</i> ○ <i>Hand sanitizing stations are located in every classroom and office</i> <ul style="list-style-type: none"> ▪ <i>Protocols for sanitizing: Each teacher ensures that each desk station is sanitized before next class session begins. Students are briefed on what to do upon entrance in the classroom – sanitize their study station.</i>
<p>4. Restrooms</p>	<ul style="list-style-type: none"> • <i>List procedures for students' use of restrooms to ensure social distancing</i> <ul style="list-style-type: none"> ○ <i>Only one student can leave each classroom at a time. If all stalls are full, student will wait outside of restroom (maintaining 6 feet distance) until there is an available stall/sink station.</i> • <i>List procedures for regular cleaning and sanitizing of all restrooms: Maintenance staff will clean and sanitize all restrooms regularly throughout the day.</i>

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III. COVID-Related Protocols

1. Masks/Face Shields	<ul style="list-style-type: none"> • <i>Expected practices for all students, teachers, staff</i> <ul style="list-style-type: none"> ○ <i>The only time an individual on campus may take off mask is when he/she is consuming water or food.</i>
2. Attention to High-Risk students and/or employees	<ul style="list-style-type: none"> • <i>Recognition of high-risk individuals – Who should know? What should be done to protect identity?</i> <ul style="list-style-type: none"> ○ <i>Notre Dame High School will follow the Archdiocese Mitigation Plan. Notre Dame High School’s Point-of-Contact will communicate any recognition of high-risk individuals to Superintendent Dr. Juan Flores and the Archdiocese of Agana primary liaison with Public Health, Cathy Castro. The NDHS Point-of-Contact will then follow any procedures regarding who should know and what needs to be done in order to protect identity.</i> • <i>School-wide precautions</i> <ul style="list-style-type: none"> ○ <i>Notre Dame High School will follow the Archdiocese Mitigation Plan.</i>
3. Students, faculty, staff with COVID-19 symptoms	<p><i>Notre Dame High School will follow the AOA COVID Task Force Protocols and Mitigation Plan and will continue to seek further advisement from the Task Force, Public Health professionals regarding requirements of certification to return to campus should someone be identified as a COVID positive individual.</i></p> <ul style="list-style-type: none"> • <i>Policy for expected quarantine periods</i> • <i>Requirements for doctor’s certification to return to campus</i> • <i>Requirements for follow-up testing</i> • <i>Refer to AOA COVID Task Force Protocols</i>
4. School Staff for Monitoring and Enforcing Guidelines	<ul style="list-style-type: none"> • <i>Who?</i> <ul style="list-style-type: none"> ○ <i>Joleen Limtiaco – Acting Principal</i> ○ <i>Marie Camacho – Acting Administrator</i> • <i>Email Address?</i> <ul style="list-style-type: none"> ○ <i>jlimtiaco@ndhsguam.com</i> ○ <i>mcamacho@ndhsguam.com</i> • <i>School contact number?</i>

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	<ul style="list-style-type: none"> ○ 789-1676 ● <i>Mobile contact number?</i> <ul style="list-style-type: none"> ○ <i>Joleen Limtiaco – 483 – 3397</i> ○ <i>Marie Camacho – 687-1058</i> ● <i>Location (hard copy and electronic) of School Guidelines</i> <ul style="list-style-type: none"> ○ <i>Located in School’s GoogleDrive</i>
<p>5. School Point-of-Contact with DPHSS for inquiries, complaints, concerns</p>	<ul style="list-style-type: none"> ● <i>Who?</i> <ul style="list-style-type: none"> ○ <i>Joleen Limtiaco – Acting Principal</i> ○ <i>Marie Camacho – Acting Administrator</i> ● <i>Email Address?</i> <ul style="list-style-type: none"> ○ <u>jlimtiaco@ndhsguam.com</u> ○ <u>mcamacho@ndhsguam.com</u> ● <i>School contact number?</i> <ul style="list-style-type: none"> ○ 789-1676 ● <i>Mobile contact number?</i> <ul style="list-style-type: none"> ○ <i>Joleen Limtiaco – 483 – 3397</i> ○ <i>Marie Camacho – 687-1058</i>
<p>6. School Point-of-Contact for those with positive test results</p>	<ul style="list-style-type: none"> ● <i>Who?</i> <ul style="list-style-type: none"> ○ <i>Joleen Limtiaco – Acting Principal</i> ○ <i>Marie Camacho – Acting Administrator</i> ● <i>Email Address?</i> <ul style="list-style-type: none"> ○ <u>jlimtiaco@ndhsguam.com</u> ○ <u>mcamacho@ndhsguam.com</u> ● <i>School contact number?</i> <ul style="list-style-type: none"> ○ 789-1676

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IV. Hygiene and Daily Practices

1. Orientation of Students, Faculty, Staff	<ul style="list-style-type: none"> • <i>Measures to ensure awareness, procedures</i> <ul style="list-style-type: none"> ○ <i>Students/Staff members will be briefed on protocols and safety measures upon entering the campus on scheduled development days and orientation days.</i> • <i>Ongoing reminders</i> <ul style="list-style-type: none"> ○ <i>Daily announcements</i> ○ <i>Email reminders</i>
2. Detail Cleaning and Disinfection	<p><i>In addition to daily cleaning by teachers, office staff members, and students as classrooms and offices are used, the Maintenance Staff will ensure the regular cleaning and sanitizing of bathrooms and high touch areas on campus. Checklists and weekly meetings will ensure that staff members are cleaning and sanitizing daily and regularly.</i></p> <ul style="list-style-type: none"> • <i>Locations (classrooms, restrooms, other high touch areas)</i> • <i>Procedures</i> • <i>Frequency</i> • <i>Checklists</i>
3. Availability and Access to PPEs	<ul style="list-style-type: none"> • <i>School supply of PPEs</i> <ul style="list-style-type: none"> ○ <i>All classrooms and offices will have PPEs (masks, alcohol-filled spray bottles, paper towels for cleansing) available for students and employees' use.</i> • <i>Student, faculty, staff responsibilities for PPEs</i> <ul style="list-style-type: none"> ○ <i>Masks, alcohol-filled spray bottles, paper towels for cleansing are made available in every classroom and office. The Receptionist keeps an accurate listing of all the PPEs that are made available to the students and employees.</i>
4. Face Covering	<ul style="list-style-type: none"> • <i>What?</i> <ul style="list-style-type: none"> ○ <i>Masks provided by each person who sets foot on campus. Should anyone need any protective facial gear, he/she may obtain the facial gear in any of the offices.</i> • <i>When?</i> <ul style="list-style-type: none"> ○ <i>To be worn at all times except when water and food is consumed. (Food is consumed only during designated snack or lunch breaks.)</i>

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	<ul style="list-style-type: none"> • <i>Where?</i> <ul style="list-style-type: none"> ○ <i>Face covering is to be worn every where on campus and can be obtained in any office or classroom.</i>
5. Hand Hygiene	<ul style="list-style-type: none"> • <i>When?</i> <ul style="list-style-type: none"> ○ <i>Hand sanitizing must take place upon entrance in each classroom and office.</i> • <i>Locations of sinks</i> <ul style="list-style-type: none"> ○ <i>In addition to hand sanitizing stations in every classroom, sinks are located in all bathrooms.</i> • <i>Locations of Hand sanitizers</i> <ul style="list-style-type: none"> ○ <i>Entrance door way of every classroom and at every desk station in each office.</i>
6. Drop-off Procedures	<ul style="list-style-type: none"> • <i>Times and Locations for Staggered Drop-Off and Pick-Up</i> <ul style="list-style-type: none"> ○ <i>The school has allowed for staggered times for pick-up and drop-off during the school day. Ten minutes is allotted at the end of the day for students to be released by building. Drop-off times occur in a staggered time throughout the morning.</i> • <i>Procedures for observing students, faculty, staff</i> <ul style="list-style-type: none"> ○ <i>Morning, break, and lunch supervisors are assigned to monitor students' interactions throughout the breaks and in classes.</i> • <i>Protocols for staff monitoring Drop-Off/Pick-Up</i> <ul style="list-style-type: none"> ○ <i>School employees are assigned to monitor students as they arrive on campus to remind students to wear masks and take temperature.</i>
7. Cohort Activities	<ul style="list-style-type: none"> • <i>Uses of furniture, sharing of equipment, sharing of instructional supplies</i> • <i>Disinfecting of shared furniture, equipment, and supplies</i> <ul style="list-style-type: none"> ○ <i>Students and staff members are not allowed to share any school supplies to include sharing of technological devices.</i> • <i>Assignment of students to classroom and other activities</i> <ul style="list-style-type: none"> ○ <i>While students and teachers attend four different classes throughout the day (for example), they are instructed to pass in the hallway in an organized fashion of traveling to the right of the hallway and minimizing any travel during instructional time.</i> • <i>Minimizing congregation of students who are not in the same cohort</i>

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	<ul style="list-style-type: none"> ○ <i>The school will not be scheduling any assemblies or activities at this time.</i>
8. Student Access to Drinking Water	<p><i>Bottled water will be made available in every office for students and employees of the school. Students and employees will be encouraged to bring their own flasks that are filled with water prior to their arrival on campus. School policy is that no one can share any drinks or drink from the same container.</i></p> <ul style="list-style-type: none"> ● <i>Locations</i> ● <i>Procedures to avoid shared devices</i>
9. Classroom arrangements	<p><i>The School will adhere to the regulations set forth by DPHSS – 6-feet distancing, and desks facing in the same direction. Group work that required students to be closer than 6 feet is not encouraged during this time.</i></p> <ul style="list-style-type: none"> ● <i>Distancing between desks/tables</i> ● <i>Orientation of students in classes</i> ● <i>Capacity of each classroom</i> ● <i>Limitations on classroom activities</i>
10. Restriction of non-essential campus visitors, volunteers, activities	<p><i>The School will not be allowing visitors on campus during this restrictive time.</i></p> <ul style="list-style-type: none"> ● <i>Who?</i> ● <i>Restricted campus visitors?</i> ● <i>Restricted activities with outside visitors?</i>
11. Restrictions on offices, lounges, communal spaces	<p><i>The school will not be allowing communal spaces to gather individuals for consumption of food. Meetings with faculty and staff will be held in rooms that allow for the desks/tables to face in one direction.</i></p> <ul style="list-style-type: none"> ● <i>Identify specific locations</i> ● <i>List restrictions on those spaces</i>
12. Daily Activities: Arrival and Dismissal	<p><i>Arrival and dismissal location and times happen at different parts of the campus and at difference times, i.e. bus riders are dropped off at the rear of the school and car riders are dropped off at the front of the campus.</i></p> <ul style="list-style-type: none"> ● <i>Locations?</i> ● <i>Staggered times?</i>

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	<ul style="list-style-type: none"> • <i>Monitoring responsibilities?</i>
13. Daily Activities: Recess, Breaks, Lunch	<p><i>There are staggered break times for the students here on campus. While the shorter break takes place in the classrooms, each grade level has a staggered lunch time.</i></p> <ul style="list-style-type: none"> • <i>Locations?</i> • <i>Staggered times?</i> • <i>Flow of students outside of classes</i> • <i>Monitoring responsibilities?</i>
14. Bus Service: DPW Protocols	<ul style="list-style-type: none"> • <i>Protocols and Procedures to be cleared and monitored by DPW</i>
15. Bus Service: Orientation for students and parents	<ul style="list-style-type: none"> • <i>Parent responsibilities</i> • <i>Student responsibilities</i> • <i>School responsibilities for monitoring</i>

V. Sick Students/Staff

1. Students/Staff Testing Positive	<ul style="list-style-type: none"> • AOA COVID Task Force Protocols
2. Students/Staff Calling in Sick	<ul style="list-style-type: none"> • AOA COVID Task Force Protocols
3. Students/Staff with COVID-19 symptoms on campus	<ul style="list-style-type: none"> • AOA COVID Task Force Protocols